

EMMAUS

C H U R C H

Constitution

Table of Contents

Article 1: Name	3
Article 2: Purpose.....	3
Article 3: Incorporation.....	3
Article 4: Beliefs	3
Section 1 – Required for Members	3
Section 2 – Required for Elders and Deacons	5
Article 5: Governance	6
Article 6: Elders	7
Section 1 – Definition.....	7
Section 2 – Duties and Responsibilities	7
Section 3 – Appointment	8
Section 4 – Staff Elders	8
Section 5 – Disagreements.....	9
Section 6 – Removal.....	9
Article 7: Deacons	9
Section 1 – Definition.....	9
Section 2 – Duties and Responsibilities	10
Section 3 – Appointment	10
Section 4 – Staff Deacons.....	11
Section 5 – Removal.....	11
Article 8: Members	11
Section 1 – Definition.....	11

Section 2 – Qualification for Membership.....	11
Section 3 – Membership Covenant.....	12
Section 4 – Membership Standing.....	13
Article 9: Financial Team.....	13
Section 1 – Purpose.....	13
Section 2 – Duties and Responsibilities.....	13
Section 3 – Appointment.....	14
Section 4 – Removal.....	14
Article 10: Finances.....	14
Section 1 – Purpose.....	14
Section 2 – Annual Budget.....	14
Section 3 – Quarterly Financial Team Meetings.....	15
Section 4 – Disbursement Approval.....	15
Section 5 – Financial Team Voting.....	16
Section 6 – Salary Approvals.....	17
Section 7 – Reimbursement Process.....	18
Article 12: Child Protection Policy.....	19
Section 1 – Definitions.....	19
Section 2 – Purpose.....	19
Section 3 – Procedures and Rules.....	19
Article 13: Constitution Revisions.....	20
Section 1 – Standard.....	20
Section 2 – Financial Related.....	21
Section 3 – Review Cadence.....	21

Article 1: Name

The official name of this church shall be Emmaus Church. This church will do business as "Emmaus Denver" or "Emmaus Church Denver." Emmaus Church may also be referred to as "the Church" or "Emmaus" within this constitution.

Article 2: Purpose

Emmaus exists to glorify God by being a faithful community shaped by the beauty of the Gospel. Our vision is to see Denver transformed by the beauty of the Gospel and we aim to accomplish this vision by filling the city with Gospel Communities that make disciples by making much of Jesus.

Article 3: Incorporation

The Articles of Incorporation supersede the provisions of this constitution and are considered part of the documents used to regulate the church. The Articles of Incorporation may be amended by the consent of the Elders Team, and are updated with the state of Colorado following all applicable laws.

Article 4: Beliefs

Section 1 – Required for Members

SCRIPTURE

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible, and God-breathed (2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18).

GOD

We believe in one Triune God, eternally existing in three persons – Father, Son, and Holy Spirit – co-eternal in being, co-eternal in nature, co-equal in power and glory, having the same attributes and perfections (Deuteronomy 6:4; Matthew 28:19; Luke 1:30-35; 2 Corinthians 13:14).

THE FATHER

We believe that God the Father is the source of all life and creator of the heavens and earth and everything that has existence (Revelation 4:11). The Father is the one who planned before the foundation of the world with His Son to redeem a people to himself (Ephesians 1:3-6). He is the source of all good gifts and in Him is no shadow of change (James 1:17).

THE SON

We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary in order that he might reveal God and redeem sinful mankind (John 1:1-2, 14; Luke 1:35). We believe that Jesus accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice, and that our justification is made sure by His literal and physical resurrection from the dead (Romans 3:24; 1 Peter 2:24; Ephesians 1:7; 1 Peter 3-5). We believe that Jesus ascended into heaven and is now exalted at the right hand of God where, as our High Priest, He fulfills the ministry as our Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 7:25; Hebrews 9:24; Romans 8:24; 1 John 2:1-2). We believe that Jesus is coming again to judge the living and the dead (1 Peter 4:5; Romans 14:9; 2 Timothy 4:1).

THE HOLY SPIRIT

We believe that the Holy Spirit is a person, the Comforter, who convicts the world of sin, righteousness, and judgment, and is the one who leads the church into all truth (John 14:26; 16:8-11, 13). He is the Supernatural Agent in regeneration and baptizes all believers into the body of Christ, the Church (2 Corinthians 12:12-13; Romans 8:9; Ephesians 5:18).

HUMANITY

We believe that mankind was created in the image and likeness of God (*imago dei*), but that through Adam's sin, the race fell, inherited a sinful nature, and became alienated from God (Genesis 1:26-27; Romans 3:22-23, 5:12). Now, dead in sin, humanity is totally depraved and, of itself, is unable to remedy his lost condition (Ephesians 2:1-3, 12; Colossians 2:13).

SALVATION

We believe that salvation is the gift of God brought to mankind by grace and received by personal faith in the Christ, whose precious blood was shed on Calvary for the

forgiveness of our sins and for the doing of good works for His glory (Ephesians 2:8-10; John 1:12; Ephesians 1:7; 1 Peter 1:18-19; Colossians 1:10).

THE CHURCH

We believe that the church, which is the body and espoused bride of Christ, is a spiritual organism made up of all born-again persons (Ephesians 1:22-23, 5:25-27; 1 Corinthians 12:12-14; 2 Corinthians 11:12). We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27, 18:22, 20:17; 1 Timothy 3:1-3; Titus 1:5-11).

Section 2 – Required for Elders and Deacons

All Elders and Deacons serving in the Governance of the Church confess and subscribe to the 1689 London Baptist Confession, which can be found at <https://www.the1689confession.com/>, and is available in written form upon request.

LEADERSHIP-WIDE EXCEPTIONS

Because of the scope, depth, and historical context of the 1689 London Baptist Confession, there are a handful of leadership-wide exceptions where the Elders Team is intentionally not consistent with the Confession. These are listed below in order of their appearance:

- Chapter 22, paragraphs 7 & 8: God has set apart “one day in seven for a sabbath to be kept holy unto him” for both public and private worship; in this we agree with the confession and would call our Sunday Gathering as part of what it means keep the sabbath “holy unto Him.” We also believe that efforts should be made to rest from “worldly employments” and that we should exercise “duties of necessity and mercy.” We do not uniformly agree that Scripture calls Christians to take “up the whole time” ceasing from labor and recreation and participating in worship, acts of mercy, and necessity.
- Chapter 26, paragraph 4: We believe the historical context of the Confession led the framers to use language that is not consistent with Scripture and therefore we do not believe the Pope is specifically “the Antichrist,” as stated in the Confession. However, we believe that anyone who proclaims a false Gospel that opposes what is offered by Christ in Scripture is an antichrist, and any institution that does the same exemplifies the spirit of the antichrist. We recognize that antichrists frequently take the form of “false prophets” (1 John

4:1-2), that is, religious leaders and institutions that purport to represent Christ, but ultimately lead people away from Him.

- Chapter 26, paragraph 9: The Confession states that officers of the church are “chosen thereunto by the common suffrage of the church itself.” This phrase has been commonly used, in history, as grounding for a congregationalist form of church government. We do not hold a congregational form of church government. See Article 5 for a statement on our Governance. The Elders of Emmaus believe that qualified men for eldership and qualified men and women for deaconship are recognized by the church as a whole and that, “with the imposition of hands of the eldership of the church,” are finally appointed to their respective offices. See Subsection 3 under Article 6 and 7 for details on the involvement of the church body.

INDIVIDUAL EXCEPTIONS

Each Elder and Deacon, upon signing their leadership covenant, can request their own personal exceptions to the 1689 London Baptist Confession, but this exception must be approved by the Elder Team and be available upon request within a reasonable amount of time to any member of the church. This exception is also to be made known to the church before any new Elders or Deacons are confirmed by the current Elder Team.

Article 5: Governance

Emmaus Church is governed by submission to our Lord Jesus through His Word and the summary of His word included in our Essential Beliefs and the 1689 London Baptist Confession contingent on the fact that those summaries are consistent with Word of our Lord.

In all matters that pertain to the governance of Emmaus Church, the Elder Team is responsible for and the final arbiters of what submission to the Words of Jesus look like.

The Elder Team is subject to the control of no denominational body, organization, or network, but they recognize and sustain voluntary cooperation with local Advisors and are pursuing the same relationship with the Church Cooperative of Denver (CCD) and the SOMA network of churches. More information on CCD and SOMA can be found at <https://churchcooperative.org/> and <https://wearesoma.com/>.

Throughout this document, the determination of the “Elder Team” is viewed as a singular unified entity. In cases where the Elder Team cannot maintain unity, see Article 6 Section 5.

Article 6: Elders

Section 1 – Definition

Emmaus Church defines, consistent with the 1689 London Baptist Confession and more importantly Scripture itself, Elders as one of the two church offices set up by Christ through His Apostles for the benefit of His Body, the Church.

Elders are required to demonstrate the highest level of character as well as a clear ability to manage their own family, since they are called to manage the family of God. As managers of the house of God, Elders are to submit to and hold firm the Word of God so that they are able to give instruction in sound doctrine and rebuke those who would contradict it.

The Word of God in the family of God is the source and context of the authority of the Elders; therefore, the role and authority of the office of Elder is restricted to men in the same manner and context as the role of a husband in a nuclear family.

As God’s stewards, Elders will one day have to give an account to the Lord for the people and resources they manage.

Section 2 – Duties and Responsibilities

As an Elder Team, individual Elders at Emmaus Church are equally responsible for the local Family of God. This works itself out through encouraging and exhorting individuals in the Sunday Gathering, the Gospel Communities, and smaller discipleship contexts like counseling and DNA groups.

Although staff Elders will have more responsibilities and influence across the family, they do not have any more authority than any other Elder in the local family of God. Elders also meet regularly to ensure the responsibility of managing God’s family is appropriately shared across the team in way that utilizes each individual’s gifting and capacity. These regular meetings include prayer for God’s people, confession and repentance towards each other, financial decisions, and collaboration on how best to accomplish the vision and mission while upholding the values of Emmaus Church.

Section 3 – Appointment

First, potential Elders are recognized by the church members (Acts 6:3). Members of the church who recognize the character, desire, and qualification of other members of the church are able to recommend any member in good standing who meets the qualifications of an Elder listed in Scripture. From these recommendations, the Elder Team chooses members to be Elder Candidates.

Second, Elder Candidates enter a time of testing by the existing Elder Team (1 Timothy 3:8-13). Testing includes the individual's character and their qualification to serve in the capacity outlined above, as well as their desire to be ordained as an Elder of Emmaus Church. At this time, the member is formally announced as an Elder Candidate.

Third, the existing Elder Team solicits the consent of the members (Acts 6:3, 1 Timothy 3:8-13). The Elder Candidate is brought before the members of Emmaus Church, who are made aware that steps one and two have occurred, and are asked to provide feedback. Barring any disqualifiable characteristic as outlined in Scripture, the Elder Candidate will be formally ordained in the designated time period.

Finally, the Elder Candidate is ordained by the laying on of hands (Acts 6:6, 1 Timothy 5:22) The Elder Candidate is brought before the church and the existing Elders lay hands on, pray for, and officially recognize the candidate as an Elder of Emmaus Church. At this time, the Elder Candidate is formally recognized as part of the Elder Team.

Section 4 – Staff Elders

Although Staff Elders and Volunteer Elders hold equal responsibility and authority for managing and leading the local church, Staff Elders are also required to submit to and operate under specific employment contracts as determined by the Elder Team.

These employment contracts determine the rate of pay, the job description, the benefits received, and legal protections for Emmaus Church. All staff Elders must have a signed employment contract on file, and this contract must be made available to any member in good standing within a reasonable time.

Section 5 – Disagreements

It is possible that unity may not be maintained among the entire Elder Team. In such situations, the matter will be presented in full to the entire Elder Team for a decision based on the position of the majority of the Elders.

If the Elder(s) in disagreement submit to the position of the majority, the matter is closed, and unity will be maintained.

If the dissenting Elder(s) do not submit to the position of the majority, the Elders will ask for the dissenting Elder(s) resignation. If the dissenting Elder(s) does not resign, he will be removed as an Elder by an agreement of the majority.

In the context of a disagreement, Elders may hold a position on any issue before them except as follows: his own personal salary and benefits, his own position as a staff member, or his own membership as an Elder. In each of those cases, the position of that Elder does not count towards the majority position of the Elder Team.

In the case of a tie, the decision will be deferred indefinitely until a majority of Elders hold to any given position.

Section 6 – Removal

Removal of any Elder is decided by the Elder Team and must have the majority vote of the remaining Elder(s) who are not being considered for removal.

Article 7: Deacons

Section 1 – Definition

Emmaus Church believes, consistent with historic Reformed Confessionalism and more importantly Scripture itself, that Deacons are one of two offices set up by Christ through His Apostles for the governing of His Body, the Church. It is clear in Scripture that the Elders are primarily responsible for oversight, so the Lord established Deacons to enable Elders to focus on their responsibility.

Deacons must “hold the mystery of the faith with a clear conscience” and are held to the same standards of character as the Elders. The word Deacon comes from the Greek word for servant; although all Christians are servants, this special office is primarily focused on serving the temporal needs of the local church as well as the community as it comes in contact with that church.

Section 2 – Duties and Responsibilities

A large part of the needs at Emmaus Church come in the form of organization and execution of the Sunday Gathering. This can include, but is not limited to: volunteering in specific roles, scheduling other volunteers, counting financial donations, providing transportation, or supporting the parents by serving their children.

Outside the Sunday Gathering, there are many needs that can arise, including but not limited to: babysitting, doctor visits, facilitating financial support, finding housing, and general care for members of both the church and the community surrounding the church.

Another aspect of the Deacon Team is administrative support in technology, finance, and the day-to-day needs that arise while operating a local church in our current cultural context. Not every need should or could be filled by every Deacon, but the Deacon Team should work together to ensure everything is done to love and should seek to serve both the needs inside the community as well as those we interact with outside the community.

Section 3 – Appointment

First, Deacons Candidates are recognized by the Church Members (Acts 6:3).

Members of the church who recognize the character, desire, and qualification of other members of the Church are able to recommend any member in good standing as a Deacon to be tested and considered by the Elder Team.

Second, Deacons Candidates enter a time of testing by the existing Elder Team (1 Timothy 3:8-13). Testing includes the individual's character and their qualification to serve in the capacity outlined above, as well as their desire to be ordained as a Deacon of Emmaus Church. At this time, the member is formally announced as a Deacon Candidate.

Third, the existing Elder Team solicits the consent of the members (Acts 6:3, 1 Timothy 3:8-13). The Deacon Candidate is brought before the members of Emmaus Church, who are made aware that steps one and two have occurred, and are asked to provide feedback. Barring any disqualifiable characteristic as outlined in Scripture, the Deacon Candidate will be formally ordained in the designated time period.

Finally, the Deacon Candidate is ordained by the laying on of hands (Acts 6:6, 1 Timothy 5:22) The Deacon Candidate is brought before the church and the existing

Elders lay hands on, pray for, and officially recognize the candidate as part of the Deacon Team.

Section 4 – Staff Deacons

Although Staff Deacons and Volunteer Deacons are ordained to support the Elder Team, Staff Deacons are also required to submit to and operate under specific employment contracts as determined by the Elder Team.

These employment contracts determine the rate of pay, the job description, the benefits received, and legal protections for Emmaus Church. All staff Deacons must have a signed employment contract on file, and this contract must be made available to any member in good standing within a reasonable time.

Section 5 – Removal

Removal of any Deacon is decided by the Elder Team or if the Deacon is no longer a member in good standing with the church.

Article 8: Members

Section 1 – Definition

Members of Emmaus Church are individual Christians who are by covenant committed to each other, to the leadership of the Elders, and to representing Christ to the community around them.

The members of Emmaus Church are not only recognized by their commitments but are also set apart by their gathering to worship and their fellowship together in communion.

Section 2 – Qualification for Membership

All members of Emmaus Church must be baptized Christians who profess faith in and can articulate the Gospel. Anyone pursuing membership with the Church are also required to attend a Covenant Members Meeting or Discover Emmaus event, and must confess agreement to the essential beliefs outlined in Article 4 Section 1. Those beliefs are also available on our website at www.emmausdenver.com/beliefs.

Once those beliefs are reviewed and agreed to, and the appropriate meeting is attended, the candidate for membership submits their Membership Covenant to any

Elder for approval. Covenant renewals from members in good standing with the church are automatically approved.

Section 3 – Membership Covenant

The below covenant is read, signed, and turned in for approval by anyone pursuing membership with Emmaus Church. This covenant must be renewed on an annual basis in order to maintain membership at Emmaus Church.

BELIEFS

I have reviewed and agreed to the essential beliefs for membership that are found at www.emmausdenver.com/beliefs. I have also been baptized and am able to articulate the Gospel of Jesus Christ.

SERVING

As a member of Emmaus, I believe that serving is an essential part of life together. I am signing up to serve in at least one of the following teams at Emmaus:

[all covenant member forms contain the existing list of ministry opportunities]

GIVING

As a member of Emmaus Church, I commit to giving the following amount monthly for the next six months: [member determined].

PARTICIPATION

As a member of Emmaus Church, I commit to attending and engaging regularly in a Gospel Community, as well as the weekly Worship Gathering.

CHURCH LEADERSHIP

I recognize that this church belongs to Jesus. To follow Jesus is to submit to His leadership as the Lord of my life. As the Elders have been charged by God to care for me, and they will stand accountable before God, I will strive to joyfully submit to their leadership and example, as they follow the leadership of Jesus (Hebrews 13:17; 1 Peter 5:1-5). I invite the leadership to help me grow in my faith, service, giving, and participation as outlined in this covenant. I recognize that if they see me damaging myself or other people through a pattern of sinful actions, attitudes, or words, they will seek to bring repentance and reconciliation to the situation (Matthew 18:15-20).

Section 4 – Membership Standing

All members are required to maintain good standing in the church. A member in good standing is any individual who is actively turning from sin, keeping their conduct honorable, or is not being actively disciplined by Emmaus Church as outlined in Matthew chapter 18.

Because every member of Emmaus Church is committed to each other by covenant, each member is obligated, in love, to encourage and exhort those around them to represent Christ; this is essential to membership at Emmaus Church.

Article 9: Financial Team

Section 1 – Purpose

The Church's Financial Team exists to provide counsel to the Elder Team as they seek to be good stewards or "household managers" of God's resources. The Financial Team works to ensure that Emmaus Church operates within the legitimate laws established by all applicable levels of government, to provide financial analysis and recommendations to the Elder Team, and to continually and closely monitor Emmaus' budget to ensure financial responsibility.

Section 2 – Duties and Responsibilities

The primary way that Financial Team Members offer counsel to the Elders is through the quarterly financial team meeting and the annual budget process outlined in Article 10. All Financial Team Members are expected to attend the quarterly Financial Team meetings. During those meetings, the following items are discussed:

- Review Monthly, Quarterly, and Annual Budget vs. Actuals
- Financial Goals: Evaluate, Assess, and Monitor Progress
- Review Elder Approved Disbursements as outlined in Article 10
- Financial Bylaw Review: Offer suggestions, edits, additions, and final approval

During the year, the Financial Team may also be asked to assist in approved reimbursements, bank deposits, donation verification, tax documentation, and other financially related administrative tasks. Because these tasks are not part of the primary role of the Financial Team, they are not requirements for the position.

Different Financial Team members participate in these activities as they are able and as the Elder Team deems appropriate.

As an Elder-led church, final financial decisions are made by the Elder Team consistent with the processes outlined in Article 10.

Section 3 – Appointment

Each Financial Team member must be an active member of the church and must be in good standing in order to be appointed and serve on the Financial Team.

Each Financial Team Member is appointed by the agreement of the Elder Team and a vote by the current Financial Team. Consistent with Article 10, the current Financial Team members can veto an appointment of a new member if there is a unanimous decision to veto the new Financial Team member by the current Financial Team.

Section 4 – Removal

Removal of any Financial Team Member is decided by the current Elder Team and after a vote (per Article 10 Section 5) of the existing Financial Team members not being considered for removal. They may also be removed if the Financial Team Member is no longer a member in good standing with the church.

Article 10: Finances

Section 1 – Purpose

The purpose of this Article is to outline the process for evaluating, reviewing, and approving all disbursements that serve the purposes of Emmaus Church.

Section 2 – Annual Budget

Each year the real and projected income, as well as the budget for the following year, will be evaluated and approved by the Elder Team, and voted on by the Financial Team members before the year's end. The process will contain the following:

- In October, a draft budget and the projected income for the following year will be reviewed by the Financial Team.
- In the 4th Quarter Financial Team Meeting, after the final budget is approved by the Elder Team, the Financial Team will review and vote (see Section 5 for details) on the final budget.

- Once approved by the Elder Team and voted on by the Financial Team, the budget will be presented to the members of Emmaus Church at the year-end Covenant Members Meeting held in November.

Section 3 – Quarterly Financial Team Meetings

The Financial Team shall meet a minimum of once per quarter in order to evaluate routine financial records such as income and disbursements, and to address any other financial related matters. Information and counsel from these meetings shall be passed on to the entire Elder Team in the monthly Elder Team meetings.

There shall be at least one Elder present at each Financial Team meeting in order to maintain consistent communication and contact with Emmaus financial matters. If there is no Elder present, then the Financial Team meeting cannot take place.

Additional Financial Team meetings may be held on an as-needed basis. These meetings may be called by an individual Elder but must adhere to any applicable details outlined in Article 9 and Article 10.

Documentation of any Financial Team meeting shall be retained and available for review by all Financial Team members and the Elder Team.

Section 4 – Disbursement Approval

OVERVIEW

Disbursements will be presented and discussed during the monthly Financial Team meeting. The following tiers outline the approval process of various disbursements:

1. Disbursements that lie within the scope of a previously approved annual budget do not need further approval and may be initiated by any individual Elder, Deacon, or Financial Team member.
2. Any disbursement out of the established budget between \$0 - \$50 in a given month may be approved by any individual Elder or Deacon without consulting the Financial Team.
3. Any disbursement out of the established budget that exceeds \$50 in a given month must be approved by the Elder Team after consultation with the Financial Team.

4. Additional guidelines for disbursements related to the staff salaries of either Elder or Deacons must follow the approval process outlined in sub-Section 6.

OUT-OF-BUDGET DISBURSMENTS

After out-of-budget disbursement proposals are presented and discussed, the Elder Team will make a final decision on the approval of a disbursement and allow the Financial Team to vote on the budget disbursement.

Documentation of this decision must be retained in order to maintain the clarity of the decision.

EMERGENCY DISBURSMENTS

Situations may arise that warrant immediate out-of-budget disbursements that exceed \$50 in a given month without first consulting the Financial Team. In such cases, the Elder Team may make such approvals and evaluate with the Financial Team at the earliest possible time.

The decision of the Elder Team must be documented in such a case. If the entire Elder Team is not available for an emergency disbursement, after attempts have been made to contact any available Elders, an emergency out-of-budget disbursement can still be made by the approval of all available members of the Elder Team.

Emergency disbursements cannot include staff salary or personal items for the Elder Team or the Financial Team members, including their immediate family members.

Section 5 – Financial Team Voting

All Financial Team members are given the authority to vote on the annual budget after the 4th Quarter Financial Team meeting and for any out of budget disbursement that is beyond the approved amount listed in Section 4.

The purpose of this vote is to document the approval or disapproval of any financial decisions made by the Elder Team. In the event that the Elder Team is smaller than five members, the Financial Team has the ability to veto any financial decisions approved by the Elder Team. In order to enact a veto of a financial decision made by the Elder Team, the entire Financial Team must unanimously agree to veto that decision in the documented voting process.

In the event of a veto, an additional ad hoc Financial Team meeting will be scheduled in order for the Elder Team to present an alternative to the vetoed decision. After this additionally scheduled meeting, another documented vote will occur.

In the event that the entire Financial Team still disagrees with the decision made by the Elder Team, the veto will be upheld and can be voted on following any successively scheduled Quarterly Financial Team meeting.

At any vote, should the entire Financial Team no longer have a unanimous decision after any of the above-mentioned meetings, then the veto will not stand and the disbursement or annual budget approved by the Elder Team will be upheld.

Section 6 – Salary Approvals

ANNUAL SALARY REVIEWS

As a part of establishing the next calendar year's budget, all staff salaries will be evaluated and set annually. Staff salaries will be set no later than December 15th of each year to go into effect with the annual budget at the beginning of the calendar year.

The Elder Team determines the criteria for evaluating staff salaries, and all salary changes will be evaluated in accordance with all other disbursement approval processes outlined in Article 10.

RAISE REQUEST

In the event of a raise request from a staff member, the staff member must present the Elder Team with justifications for the raise requested.

The Elder Team may request insight into the staff member's personal finances in order to better inform their evaluation of any requested raise. This information will be kept private within the Elder Team, and relevant personal financial information can be selectively released to the financial team with consent from the Elder Team.

Raise requests will then be approached and handled according to budget and disbursement process outlined in Article 10.

Raise requests outside the scope of the annual salary evaluation period are limited to one per year. To consider these requests, the Elder Team must be in agreement.

In order to encourage the open nature of the counsel from the financial team, all veto-related discussions regarding a salaried expense should be had without the individual staff member whose salary is in question.

Section 7 – Reimbursement Process

In the typical course of business, all disbursements are tracked and carried out through the financial platforms utilized by Emmaus Church. Any disbursement initiated outside of those platforms and in need of reimbursement will be handled as outlined below in the following scenarios:

- **Budgeted Expenses:** Any item that needs reimbursement but has already been approved on the annual budget. In this case a receipt is submitted to any non-initiating member of the Elder Team as well as the Administrative Deacon for record keeping. After the receipt is submitted, then the check is written by any non-initiating member of the Elder Team who is a signatory to Emmaus' bank account.
- **Out-of-Budget Approved Expenses:** Includes any item that needs reimbursement but has been approved through the process outlined in Article 10. In this case a receipt is submitted to any non-initiating member of the Elder Team as well as the Administrative Deacon for record keeping. After the receipt is submitted, then the check is written by any non-initiating member of the Elder Team who is a signatory to Emmaus' bank account.
- **Special Event Reimbursements:** Includes any item or collection of items that need reimbursement for costs incurred for special events hosted by Emmaus Church that involve collection fees (i.e. Women's Retreat). These expenses may or may not lie within the scope of the annual budget. Expenses for a special event may or may not be offset by participation fees for the event. In this case, first the amount of collected fees are to be verified by the Administrative Deacon or a non-initiating member of the Elder Team. Once fees are verified, receipts can be submitted to any non-initiating member of the Elder Team as well as the Administrative Deacon for record keeping. Following collected fee verification and receipt submission, then the check is written by any non-initiating member of the Elder Team who is a signatory to Emmaus' bank account. In this scenario, reimbursements are not to exceed collected fees for all non-budgeted unapproved expenditures. If receipts exceed fees collected, reimbursement may be pursued as non-budgeted expense as outlined below.

- **Out-of-Budget Unapproved Expenses:** Includes any expense designed for Emmaus Church purposes lying outside the scope of the approved annual budget and has also not been approved as outlined in the Expenditure Approval Process. In this scenario, the individual who initiated the disbursement may submit a reimbursement request to the Elder Team to review for approval with the Financial Team according to the process outlined in sub-Section 4. Upon approval, the receipt is submitted to any non-initiating member of the Elder Team as well as the Administrative Deacon for record keeping. After the receipt is submitted then the check is written by any non-initiating member of the Elder Team who is a signatory to Emmaus' bank account.

Article 11: Child Protection Policy

Section 1 – Definitions

- **e-Kids:** The children's ministry at Emmaus Church that includes any person between the age of 1 and 4 years of age
- **Infants:** Any person under 1 years of age
- **Volunteer or volunteers:** Any background-checked person over the age of 21 who is responsible for facilitating activities and lessons with e-Kids
- **Adult:** Any person over the age of 21 who is not serving as an e-Kids volunteer during any specific week
- **Classroom or classrooms:** Any of the rooms to which parents drop off e-Kids with volunteers

Section 2 – Purpose

E-Kids aims to see families shaped by Gospel basics and has a strong commitment to create a safe and nurturing environment in which the children of Emmaus Church can learn about and grow in understanding the Gospel. The following procedures and practices outline the steps Emmaus Church will follow in order to ensure such an environment is accomplished.

Section 3 – Procedures and Rules

BACKGROUND CHECKS

Any volunteer who serves in e-Kids must pass a screening process that checks for any criminal activity for prospective volunteers.

Adults who have not passed through Emmaus' screening process may not be present in any classroom while activities are underway.

Any adult who is not serving as a volunteer for any specific week may not be present in any classroom unless they are dropping off or picking up from the volunteers the child they checked in.

TWO ADULT POLICY

A minimum of two volunteers will be present when any number of kids who are participating in e-Kids are being supervised by volunteers. We do not allow any kids participating in any e-Kids event to be alone with a single volunteer at any time.

Married couples must be accompanied by an unrelated volunteer and will function as a single volunteer unit unless they have been a member for longer than six months.

CHECK-IN AND CHECK-OUT

Upon entering the building, parents will check in their children with volunteers at the e-Kids check-in table.

While participating in e-Kids, all children will be given a security sticker with a pick-up number. Parents will be given a separate security sticker with a matching number for picking up their children after the Worship Gathering.

E-Kids may be picked up from their classrooms by presenting their matching security sticker to any e-Kids volunteer. If children are picked up before the ending of the Worship Gathering, they are not to re-enter the classrooms.

Article 12: Constitution Revisions

Section 1 – Standard

The constitution of Emmaus Church may be amended, revised, supplemented, or superseded at any scheduled Elder meeting or ad hoc Elder meeting by approval of the Elder Team. If this occurs, the changes must be communicated to the church in a reasonable amount of time.

Section 2 – Financial Related

Any changes related to Article 10 must also be accompanied by an opportunity for the Financial Team to veto the decision as outlined in Article 10 Section 5.

Section 3 – Review Cadence

Every year, before the mid-year Covenant Members meeting, the Elder Team will review the constitution for any needed or helpful revisions. Those revisions or the decision to reframe from revision will be communicated to the church at the mid-year Covenant Members meeting.